

## CHAPTER 17 — BENEFITS

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Benefits may be available when a participating employee terminates employment, retires, becomes disabled or dies. Prompt and accurate reporting of final service and earnings will help ensure that benefits are paid timely and accurately.

### **1700 Employer Reporting Responsibilities**

Report final WRS hours and earnings as well as the termination date on the *Employee Transaction Report* (ET-2533) as explained in Chapter 8. See Chapter 2 for a more complete listing of employer responsibilities.

If you participate in the Group Life Insurance Plan administered by the Department, submit a *Notice of Death* (ET-6301) for covered employees who die, or submit a *Disability Premium Waiver* (ET-5306) for covered employees who become disabled.

If you participate in the State Employees Group Health Insurance Program, certify sick leave on the ET-4306 for any employee who becomes disabled, dies, or retires (i.e., terminates after reaching age 55, age 50 for protective employees).

See Subchapter 1705 for instructions on ordering forms.

### **1701 Advising Employees or Survivors**

If an employee terminates participating employment, plans to retire, or becomes disabled, the employee should be given a *Request for Benefit Information* (ET-7301) to complete and mail to:

Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931

If an employee dies, the survivors should be given a *Request for Benefit Information* request (ET-7301) to complete and mail to:

Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931

If employees wish to schedule a counseling appointment at one of our offices or talk to an ETF Benefit Specialist directly, they may do so by calling one of the phone numbers listed below.

Madison:	Milwaukee:
(608) 266-3285	(414) 227-4294
TTY (608) 267-0676	
(608) 266-5717 (Appointments only)	

Our office locations are:

Madison:	Milwaukee:
801 W. Badger Road	819 North Sixth Street, Room 550
Madison, Wisconsin 53702	Milwaukee, Wisconsin 53203

## **1702 Benefit Presentations**

During spring and fall of each year, presentations explaining the Wisconsin Retirement System and other benefit programs are conducted at various locations around the state. The schedule of presentations is announced in the *Employer Bulletin* and on the ETF Internet site. Employees, spouses, employers and any interested individuals are encouraged to attend one of the sessions. No reservations are required, and no fees are charged. Employers who wish to host a presentation must be able to guarantee a minimum of 20-25 attendees; call (608) 266-3463 for more information.

NOTE: These presentations are benefit related only and do not include employer reporting instructions.

Pre-retirement planning classes are available at each of the Wisconsin Technical College districts. For more information, contact the district in your area.

## **1703 Internet Site**

For quick access to reporting forms, *Employer Bulletins*, benefit brochures and the latest information on Wisconsin Retirement System plans and programs, visit our internet site at <http://badger.state.wi.us/agencies/etf>. You can also e-mail the Department via this site.

## **1704 Telephone Message Center**

You can listen to pre-recorded messages on a variety of topics by calling the Telephone Message Center at 1-800-991-5540 or 264-6633 (local Madison). The message center is available 24 hours a day, 7 days a week. You must have a touch-tone phone to access this system.

## **1705 Publications**

The Department has prepared several brochures that explain the various benefits. Samples are available to employers; however, employees and employers should contact ETF for copies as the publications are frequently updated. Several publications are routinely sent to employees by ETF.

<u>Publications</u>	<u>How Distributed by ETF</u>
<i>Your Benefit Handbook</i> (ET-2119)*	Upon Request
<i>Investment Report</i> (ET-2124)	Upon Request
<i>Calculating Your Retirement Benefits</i> (ET-4107)	Upon Request
<i>Telephone Message Center</i> (ET-7348)	Upon Request
<i>Choosing An Annuity Option</i> (ET-4117)	Upon Request
<i>Tax Liability on WRS Benefits</i> (ET-4125)	Upon Request
<i>Information for Retirees</i> (ET-4116)	Upon Request
<i>Separation Benefits</i> (ET-3101)	Upon Request by Employee Only
<i>Disability Benefits</i> (ET-5102)	Upon Request
<i>Buying Creditable Service</i> (ET-4121)	Upon Request
<i>Military Service Credit</i> (ET-4122)	Upon Request
<i>Impact on Benefits When Going from Full-Time to Part-Time Employment</i> (ET-2121)	Upon Request
<i>Group Life Insurance After You Terminate Employment</i> (ET-4104)	Upon Request
<i>Group Life Insurance for State and Local Employees of Wisconsin</i> (ET-2101)*	Upon Request
<i>Conversion Information for Group Life Insurance</i> (ET-2306)*	Upon Request
<i>It's Your Choice</i> (ET-2107)* (State of Wisconsin employees only)	Upon Request and Annually in October
<i>It's Your Choice</i> (ET-2128)* (Local employees only)	Upon Request and Annually in October
<i>Health Insurance Coverage After Retirement</i> (ET-4112) (State of Wisconsin employees only)	Upon Request
<i>State Medicare Plus \$100,000</i> (ET-4113) (State of Wisconsin employees only)	Upon Request
<i>Income Continuation Insurance</i> (ET-2106)* (State of Wisconsin employees only)	Upon Request
<i>Income Continuation Insurance</i> (ET-2129)* (Local employees only)	Upon Request

\*Should be distributed by employers.

To order publications, choose one of the following methods:

- Call Supply and Mail Services at (608) 266-3302.
- Photocopy the list of publications and check (X) the title of the publications you desire and indicate the number of copies needed. Send the photocopy along with your Employer Name and Employer Identification Number to:

Department of Employee Trust Funds  
Supply and Mail Services  
P. O. Box 7931  
Madison, WI 53707-7931

- Send us an e-mail from our internet site at <http://badger.state.wi.us/agencies/etf>. You can also print off most of the publications from our internet site.